

Requesting Continuing Education

Submit a **one-page document** at least 2 weeks prior to a scheduled event that includes the following information:

- Date/Time/Location of proposed program/activity
- Name of presenter(s)
- Identify your target audience [veterinarians and/or veterinary technicians]
- Brief description of proposed program/activity; which may include a condensed agenda

~Please allow enough space on a one-page document for a **3 1/2 x 17/16** label --- if approved by KBVE we would affix a label to the article and return, via U.S. Mail, a copy of that document. *A document returned with a KBVE approval label attached, could be provided to meeting participants as proof of their attendance.*

Separate supplemental documentation can always be submitted if it's necessary to expand on a proposed program or the presenters qualifications but we would return only a one-page, one-sided document, if approved.

~Please remember to include your complete contact information for return of an approved document, from our office, that will be sent through the U.S. Mail.

There is no charge for submitting a proposal for CE approval.